

**PESTICIDE STATE/TRIBAL COOPERATIVE AGREEMENT  
APPLICATION REVIEW CHECKLIST**

**To be completed by  
applicant  
and  
regional reviewer**

State or Tribe and Lead Agency: \_\_\_\_\_

Project Period: \_\_\_\_\_

**A. Budget**

1. Is there a proposed budget for the following areas if the applicant requests funds in these areas? Does the proposed budget follow the cost categories and include itemized statements per grant guidance?

certification (minimum 50% match)	YES	NO
enforcement (minimum 15% match)	YES	NO
other specific program areas (minimum 15% match)	YES	NO
additional program activities	YES	NO
pesticide management program maintenance	YES	NO
Quality Management Plan review (as appropriate)	YES	NO

Comments:

2. Are the costs reasonable in relation to the projected outputs or outcomes for the following areas?

certification	YES	NO
enforcement	YES	NO
other specific program areas	YES	NO
additional program activities	YES	NO
pesticide management program maintenance	YES	NO

Comments:

**B. Narrative Statement**

1. Is there a discussion of performance to date regarding areas for which the applicant requests funding? YES NO

Comments:

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2. Has the applicant certified that there are no impediments to carry out the proposed program including that there exists:

Authority to conduct the proposed program?	YES	NO
Authority to accept Federal funds?	YES	NO
Designation as the Lead Agency?	YES	NO

Comments:

3. Are expected benefits to both the Applicant and EPA identified? YES NO

### **C. General Work Plan Components**

1. Has the applicant addressed whether they have or how they will reach the minimum level of attainment as described in the attached guidance:

certification	YES	NO
enforcement	YES	NO
worker protection	YES	NO
ground water	YES	NO
endangered species	YES	NO

Accommodate new programs that have not yet reached minimum level of attainment  
YES NO

Comments:

2. Has the applicant provided the information contained in the guidance to support requests for funding for additional program activities? YES NO

Comments:

3. Has the applicant provided a schedule for all work plan activities related to:

the specific program areas?	YES	NO
meeting QMP requirements?	YES	NO
additional program activities?	YES	NO

Comments:

4. Is there an evaluation plan which includes a schedule for mid-year (if required) and end-of-year cooperative agreement evaluations? YES NO

Comments:

5. For new applicants, is there a description of the accounting and filing system?  
YES NO

Comments:

**D. Enforcement**

1. Identification of Workyears and Funding

	Federal	State	Total
	_____	_____	_____
Workyears*			
Inspectional	_____	_____	_____
Administrative	_____	_____	_____
Clerical	_____	_____	_____
Analytical	_____	_____	_____
Other	_____	_____	_____
<b>Total</b>	_____	_____	_____

\*Include only those workyears actually performing outputs under the cooperative agreement and funded with the dollars indicated above.

Are work years to be funded identified by type of activity (inspectional, administrative, clerical, analytical, other) and cost?  
YES NO

Comments:

2. Is a minimum of 50 percent of the total work years directed to inspectional activities?  
YES NO

Comments:

3. Are the budgeted inspectional/analytical work years reasonable in relation to the projected outputs? **Complete output Time Factors Computation Work Sheet attached.**  
YES NO

Comments:

4. Has the need for a pesticide enforcement program, of at least one half of a work year,

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been adequately addressed?	YES	NO
Comments:		

5. Has the applicant addressed the eight National issue-specific compliance monitoring activities as set forth by Headquarters (a-h):

(a)	Helping to ensure compliance with pesticide cancellations, suspensions and other major regulatory actions. Inspections and other compliance monitoring activities for this priority area will address:	YES	NO
	Comments		
(b)	Worker protection enforcement:	YES	NO
	Comments		
(c)	Planning enforcement activities for residue removal regulations	YES	NO
	Comments		
(d)	Enforcement activities for groundwater protection	YES	NO
	Comments		
(e)	Enforcement activities for endangered species	YES	NO
	Comments		
(f)	Section 6(g) information submittal and pesticide recalls	YES	NO
	Comments		
(g)	Exports	YES	NO
	Comments		
(h)	Enforcement activities for new C&T regulations	YES	NO
	Comments		

### Priority setting

6. Has the applicant submitted/referenced a priority-setting plan which addresses the national enforcement priorities and State/Tribal priority problem areas?

YES	NO
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Comments:

### Inspections

7. Has the applicant submitted a completed 5700-33H form for projecting inspection

commitments? YES NO

Comments:

8. Has the applicant agreed to conduct targeted inspections, addressing every element of each type of inspection? YES NO

Comments:

9. Does the applicant commit to follow up on the National Compliance Monitoring Strategies? YES NO

Comments:

10. Does the applicant commit to following EPA's updated Pesticides Inspection Manual when conducting inspections? YES NO

Comments:

**E. Quality Assurance**

1. Does the applicant have an EPA approved Quality Management Plan (QMP)? YES NO

2. Are the following quality assurance practices addressed in the application/QMP:

- |     |  |     |     |    |
|-----|--|-----|-----|----|
| (a) | Submittal of Updated Quality Assurance Plan; | YES | NO  |    |
| (b) | Use of standard analytical methods;          | YES | NO  |    |
| (c) | Cross-contamination screening program;       | YES | NO  |    |
| (d) | Performance evaluation sample program;       | YES | NO  |    |
| (e) | Back up Analysis Procedure;                  | YES | NO  |    |
| (f) | Training of Analytical Chemists;             | YES | NO  |    |
| (g) | Laboratory Reviews;                          |     | YES | NO |
| (h) | Provisions of Analysis Results;              | YES | NO  |    |
| (i) | Submission/Retention of Reports;             | YES | NO  |    |

Comments:

**F. Enforcement Capability**

1. Has the State considered using enforcement grant funds toward the development of civil penalty authority? YES NO

Comments:

2. For programs with partial or no enforcement capability, has the applicant submitted

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procedures for forwarding inspection reports with suspected violations to EPA?  
YES NO

Comments:

3. Does the application provide for an annual written agreement between the State and EPA for the selection, referral, and tracking of significant pesticide use cases under FIFRA sections 26 and 27? YES NO

Comments:

4. Does the application provide as an attachment or reference an up-to-date enforcement response policy (ERP) which the applicant is following? (Note: If EPA has the current ERP, then resubmittal is unnecessary.) YES NO

Comments:

Does the State agree (in the application) to follow the ERP? YES NO

Comments:

5. Is there any reference to procedures for resolving cross jurisdictional issues between States and Tribes? (This is recommended, not required.) YES NO

Comments:

6. Tracking/Management System:

- (a) Does the applicant have a management system for tracking all inspections, violations, and enforcement actions, and rapid identification of the status of a case? YES NO

Comments:

- (b) Is there a tracking system for inspections and enforcement actions in follow up to "major pesticide regulatory actions?" (Could be part of aforementioned system as long as actions taken in follow up to strategies can be identified.)

YES NO

Comments:

- (c) For new applicants, is there a description of the system?

YES NO

Comments:

- (d) Does the work program address maintenance of tracking documents and associated files and length of time maintained?

YES NO

Comments:

**G. Reporting**

1. Does the application provide for the timely submittal of quarterly Accomplishment Reports (EPA Form 5700-33H)? YES NO  
Comments:
2. For new applicants, is there a description of the accounting filing system? YES NO  
Comments:
3. Is there an evaluation plan which includes a schedule for timely completion of mid-year (as required) and end-of-year evaluations? YES NO  
Comments:
4. Does the application address any unresolved problem(s) identified in the most recent mid-year and end-of-year evaluations? Does the plan for addressing the problem(s) include a schedule for implementation? YES NO  
Comments:
5. Does the application address submittal of the annual reporting requirement related to certification accomplishments for the period October 1 to September 30? YES NO  
Comments: